



# *The Virginia Small Business Environmental Compliance Assistance Fund Application for Financing Assistance*

## APPLICANT'S INFORMATION

Name: \_\_\_\_\_ Tax ID #: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Fax #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Contact: \_\_\_\_\_

County (if applicable): \_\_\_\_\_ E-mail: \_\_\_\_\_

### Legal Type:

C-Corporation ☐ S-Corp ☐ LLC ☐ Partnership ☐ LLP ☐ Proprietorship ☐ Individual ☐

Date Company Established: \_\_\_\_/\_\_\_\_/\_\_\_\_ SIC or NAIC: \_\_\_\_\_

Description of Business: \_\_\_\_\_

Type of Eligible Project: *Air Compliance Project* ☐

*Pollution Prevention Project* ☐

*Agricultural Best Management Practices (BMPs)* ☐

**\*\* Project descriptions are required for applications to be considered complete. (Please see attachments.)**

Amount of Request: \_\_\_\_\_ \*\* Note: Amount of loan cannot exceed total project cost.

Purpose: \_\_\_\_\_

Collateral: \_\_\_\_\_

Guarantors: \_\_\_\_\_

**Financial Statements: Include at least 3 years historical income statements and balance sheets (if an existing business), to include parents, affiliates, and subsidiaries, current (within 90 days) interim financial statements of applicant business and tax returns. Current financial statements, within 90 days, and tax returns on all guarantors are also necessary.**

**Application Fee: Check or money order made payable to Virginia Small Business Financing Authority in the amount of \$30.00.**

**Schedule of Applicant's debts, leases, notes and mortgages (attach additional sheet if necessary).**

Creditor	Original Loan Amount	Loan Balance	Date of Loan	Maturity Date	M-Monthly Q-Quarterly A-Annual	Payment Amount	Current? Yes/No	Collateral

List all owners, officers, directors and general partners of applicant and stockholders or limited partners owning 20% or more of applicant business. Also include persons or corporations that will guarantee loan (attach additional sheet if necessary).

Name	Address	Office Held	% of ownership

**Eligibility Requirements:**

Does the Applicant have 100 or less employees? Yes ☐ No ☐ Current # \_\_\_\_\_

**\*\*Note:** Businesses in excess of 100 employees are not eligible under this loan fund.

**If the answer to any of the following questions is "yes", please furnish details on an attached sheet.**

1. Have any owners, officers, directors, guarantors, general partners, stockholders or limited partners owning 20% or more of the applicant ever been charged with, or convicted of, any criminal offense, other than minor motor vehicle violations? Yes ☐ No ☐

2. Has the applicant or management of the applicant been informed of any current or on-going investigation of the applicant with respect to possible violations of state or federal securities laws? Yes ☐ No ☐

3. Has the applicant or management of the applicant been informed of any current or on-going investigation of the applicant with respect to possible violations of state or federal environmental laws and regulations? Yes ☐ No ☐

4. Has the applicant or any owners, officers, directors, guarantors, general partners, stockholders or limited partners owning 20% or more of the applicant been in receivership or adjudicated as bankrupt? Yes ☐ No ☐

5. Is the applicant or any owners, officers, directors, guarantors, general partners, stockholders or limited partners owning 20% or more of the applicant involved in any pending lawsuits? Yes ☐ No ☐

**The undersigned hereby certifies that all information contained above and all information contained in attachments which make up this loan application are true to her/his best knowledge and belief, and are submitted for the purpose of obtaining financial assistance from the Virginia Small Business Financing Authority.**

**Name of Company:** \_\_\_\_\_

**By:** \_\_\_\_\_ **Title** \_\_\_\_\_ **Date** \_\_\_\_\_

**The information requested below is voluntary and for statistical purposes only. It will not affect the credit decision of the VSBFA.**

<b>Gender:</b>	<b>Race:</b>	<b>Hispanic:</b>
<input type="checkbox"/> Male	<input type="checkbox"/> Asian	<input type="checkbox"/> Yes
<input type="checkbox"/> Female	<input type="checkbox"/> Black	
<input type="checkbox"/> Male and Female	<input type="checkbox"/> Hawaiian or Pacific Islander	
	<input type="checkbox"/> Native American	
	<input type="checkbox"/> White	

## **The Virginia Small Business Environmental Compliance Assistance Fund Application**

### **Project Description Requirements for Certifiable Air Compliance Projects**

**Certifying Office: Department of Environmental Quality, Office of Small Business Assistance.**

**For loans to be awarded under this category please provide the following information in the space provided or attach a separate sheet:**

1. Please identify and describe the equipment to be purchased, its purpose, and expected benefits. Identify the type and amount of pollutant(s) to be controlled.

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2. Regulatory requirement, including specific citation of the regulation, standard or permit condition which the equipment will satisfy.

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3. Technical specifications and cost of the equipment. Attach vender cost estimate for the equipment to be purchased, fabricated and/or installed.

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Examples of Eligible Air Compliance Projects would include:

- Spray booths
- Stack emissions scrubbers
- Bag houses
- Carbon absorbers
- Emission monitoring systems

**\*\* Note: All eligible projects must be specifically required for compliance with an existing federal or state air regulation.**

Virginia Small Business Financing Authority  
Phone: (804) 371-8254  
Fax: (804) 225-3384  
P.O. Box 446  
Richmond, VA 23218-0446  
[www.dba.state.va.us](http://www.dba.state.va.us)

## The Virginia Small Business Environmental Compliance Assistance Fund Application

### Project Description Requirements for Certifiable Pollution Prevention Projects

**Certifying Office: Department of Environmental Quality, Office of Pollution Prevention**

**For loans to be awarded under this category please provide the following information in the space provided or attach a separate sheet:**

Loans awarded under the “pollution prevention” category *must* be used to purchase replacement equipment or upgrade existing equipment that reduces the production of waste at the source, reuses waste materials on-site (i.e., closed-loop recycling), or significantly reduces energy consumption. Applications will be evaluated based on their potential to eliminate or minimize wastewater discharges, air emissions or the production of a solid, liquid or hazardous waste at the source.

**All applicants for loans for Pollution Prevention Projects will provide the following:**

#### **Project Summary:**

The project summary should be written in your own terms and should include:

1. A description of the project. The description of the project should include information that addresses these questions:
  - What is the objective of the project? What problem are you attempting to solve? Does it use technology that will reduce pollution at the source? Will it change your process or system so that pollution is reduced?
  - What are the anticipated benefits to the company?
  - What are the anticipated benefits to the environment?
  - How will you **quantify** the expected environmental impacts?

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2. A description of the environmental benefit of the project. This description **must include** a comparison of the waste created, emitted or discharged, **or** the amount of solvent(s) used before the installation of the equipment. The estimated reduction or amounts of the waste created, emitted or discharged, **or** the amount of solvent expected to be used after the installation of the new equipment.

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3. Outline the project tasks and timeline and an estimated completion date.

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**Examples of Eligible Projects:**

Equipment that reduces the production of volatile organic compounds (VOCs) such as:

- High-volume low-pressure (HVLP) spray guns
- Equipment for a low-VOC or powder coating paint system
- Alternative curing technologies
- Ultrasonic cleaning equipment to replace a solvent system

Equipment that reduces chemical use in industrial processes:

- Flow control and monitoring equipment
- Equipment required for a material substitution

Equipment (such as debarkers and chippers for sawmills) that converts waste material to a usable form for processes that do not have source reduction options.

Reusable materials handling equipment such as:

- Reusable pallets
- Bulk handling equipment that reduces packaging waste

Energy efficiency projects such as:

- Lighting or electric motor upgrades
- More efficient drying/curing ovens
- Green building equipment

**Examples of Projects which will not be considered as Pollution Prevention Projects:**

- Pollution control equipment necessary to comply with environmental regulations.

## **The Virginia Small Business Environmental Compliance Assistance Fund Application**

### **Project Description Requirements for Certifiable Agricultural Best Management Practices Projects**

**Certifying Office: Department of Conservation and Recreation, Agricultural Cost Share Manager**

**For loans to be awarded under this category please provide the following information in the space provided or attach a separate sheet:**

#### Conservation Plan Requirements

To be eligible for a loan through the Virginia Small Business Environmental Compliance Assistance Fund, the applicant must have a conservation plan approved by the local Soil Water Conservation District prior to submitting the loan application. The following conservation plans are acceptable as long as the plan includes the practice(s) to be installed and an installation schedule for the specific practice(s).

- Soil Erosion Plans (Natural Resource Conservation Service (NRCS) standards, including plans for Environmental Quality Incentive Program, Wildlife Habitat Incentive Program or Food Security Act)
- Nutrient Management Plans (Department of Conservation and Recreation standards)
- Agricultural Stewardship Plan (Virginia Department of Agriculture and Consumer Services standards)
- Chesapeake Bay Plan (Chesapeake Bay Landowner Assistance Department standards)

The applicant can use whatever conservation plan meets state and local mandates. For those localities that are within the Chesapeake Bay Preservation Act area, the Chesapeake Bay Plan is required.

The applicant, a private planner or staff of an appropriate federal, state or local agency can prepare the plan.

At a minimum, the conservation plan must contain the BMP and an implementation schedule for the specific field or site.

#### Eligible Agricultural BMPs

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|----------|--|
| • CP-22  | CREP Riparian Forest Buffer*   |
| • SE-2   | Shoreline Stabilization  |
| • SL-6   | Grazing Land Protection  |
| • SL-6B  | Alternative Water System   |
| • SL-11B | Farm Road or Heavy Traffic animal Travel lane Stabilization                  |
| • WP-2   | Stream Protection  |
| • WP-2B  | Stream Crossings & Hardened Access   |
| • WP-2C  | Stream Channel Stabilization   |
| • WP-4   | Animal Waste Control Facility  |
| • WP-4B  | Loafing Lot Management System  |
| • WP-4C  | Composter Facility   |
| • WP-4E  | Animal Waste Structure Pumping Equipment                                     |
| • WP-6   | Agricultural Chemical & Fertilizer Handling Facility                         |
| • WP-8   | Relocation of Confined Feeding Operations From Environmental Sensitive Areas |

- WQ-5 Water Table Control Structure
- WQ-7 Plasticulture Irrigation Water Recycling System
- WQ-8 Fuel Storage Treatment

\*Eligible only to individuals participating in the Conservation Reserve Enhancement Program (CREP).

A complete description of the BMPs can be found in the Virginia Agricultural BMP Manual.

Eligible Costs:

Eligible costs will be based solely on estimated costs meeting NRCS minimum standards and loan amounts will be limited to such eligible costs.

Loan Documentation:

The following information must be submitted with the standard ECAF application when applying for a Virginia Agricultural BMP.

- A copy of the approved conservation plan including plan map containing the Agricultural BMP.
- A written narrative of the project including a project description, goals of the project, and the reason for seeking funds from the Small Business Environmental Compliance Assistance Fund.
- An itemized estimated cost list of components and materials.

Additional information needed if applying for a CP-22 CREP Riparian Forest Buffer.

- Conservation plan for the entire tract including plan maps.
- A complete copy of the CREP contract support documents.
- A copy of the Approved CRP-1 Conservation Reserve Program Contract.

**Please answer the following questions:**

Did you apply for a Cost Sharing from any local, state, or federal agency for any part of this project?

☐ Yes ☐ No

If the answer is yes, please provide the amount of the Cost Share participation you expect to receive: \$\_\_\_\_\_ and the source of those funds \_\_\_\_\_.

If yes, also attach the appropriate Agricultural BMP Cost Share Request Form (either state or federal).

**Project Summary:**

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**Cost Breakdown of Project (attach vendor quotation):**

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# VIRGINIA SMALL BUSINESS FINANCING AUTHORITY

## PERSONAL FINANCIAL STATEMENT

DATE: \_\_\_\_\_

PERSONAL INFORMATION							
APPLICANT				CO-APPLICANT			
Home Address (City, State, Zip) <input type="checkbox"/> Rent <input type="checkbox"/> Own <input type="checkbox"/> Other			Mo. Payment	Home Address (City, State, Zip) <input type="checkbox"/> Rent <input type="checkbox"/> Own <input type="checkbox"/> Other			Mo. Pmt.
Home Phone	Date of Birth	Business Phone		Home Phone	Date of Birth	Business Phone	
Social Security #	Employer/Business			Social Security #	Employer/Business		
Title/Position		# of Years		Title/Position		# of Years	
Name/Address of nearest relative not living with you		Phone Number		Name/Address of nearest relative not living with you		Phone Number	

ASSETS	AMOUNT (\$)	LIABILITIES	AMOUNT (\$)
Cash on Hand and in Banks	\$	Accounts Payable (including credit cards)	\$
Stocks and Bonds (Complete Schedule B)		Notes to Banks and Others (Complete Schedule A)	
Owned Business (Complete Schedule E)		Mortgages on Real Estate (Complete Schedule C)	
Accounts and Loans Receivable		Loans Against Life Insurance (Complete Schedule D)	
Real Estate (Residential and Investment) (Complete Schedule C)		Accrued Taxes Payable	
Cash Value of Life Insurance (Complete Schedule D)		Other Liabilities (Itemize)	
Retirement Accounts (Complete Schedule F)			
Personal Property (including automobiles)		<b>TOTAL LIABILITIES</b>	
Other Assets (Itemize)		<b>NET WORTH (Total Assets-Total Liab.)</b>	
<b>TOTAL ASSETS</b>	\$	<b>TOTAL LIABILITIES AND NET WORTH</b>	\$

Source of Income	Amount (\$)	Contingent Liabilities	Amount (\$)
Salary (Applicant)		As Endorser or Co-Maker (Applicant)	
Salary (Co-Applicant)		As Endorser or Co-Maker (Co-Applicant)	
Net Investment Income		Legal Claims and Judgments	
Real Estate Income		Provision for Federal Income Tax	
Other Income (Describe Below)*		Other Special Debt	

Description of Other Income listed above.

\* Alimony or child support payments need not be disclosed in "Other Income" unless it is desired to have it count toward total income.

Schedule A. Notes Payable to Banks and Others					
Name and Address of Noteholders	Original Balance	Current Balance	Payment Amount	Frequency (monthly, etc.)	How Secured or Endorsed Type of Collateral

Schedule B. Stocks and Bonds						
# of Shares	Owner	Name of Securities	Cost	Market Value	Total Value	Encumbered

Schedule C. Personal Residence and Real Estate Investments, Mortgage Debt										
Personal Residence Property Address	Legal Owner	Purchase Year	Purchase Price	Market Value	Present Balance	Int. Rate	Maturity Date	Monthly Payment		Lender
Investment Property Address	Legal Owner	Purchase Year	Purchase Price	Market Value	Present Balance	Int. Rate	Maturity Date	Mo. Pmt.	Mo. Income	Lender

Schedule D. Life Insurance							
Insurance Company	Face Amount	Policy Type	Beneficiary	Cash Surrender	Amount Borrowed	Owner of Policy	

Schedule E. Ownership in Other Business Interests					
Type of Investment	Cost	Percent Owned	Property Description (if applicable)	Current Market Value	Partnership Debt
Business/Professional (indicate name):					
Investments (including Tax Shelters):					

Schedule F. Retirement Accounts					
Owner	Type (401k, IRA, etc.)	Custodian	Value	Encumbered?	Investment Type

I authorize VSBFA/Lender to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I certify the above and the statements contained herein are true and accurate as of the stated date(s). These statements are made for the purpose of obtaining a loan or guarantying a loan. I understand false statements may result in forfeiture of benefits and possible prosecution.	
Applicant Signature:	Date:
Co-Applicant Signature:	Date:



## The Virginia Small Business Environmental Compliance Assistance Fund

The *Virginia Small Business Environmental Compliance Assistance Fund* (ECAAF) is designed to provide Virginia businesses with financing for the purchase of 1) equipment to comply with the federal Clean Air Act, 2) equipment to implement voluntary pollution prevention measures, or 3) equipment or structures to implement voluntary agricultural best management practices (BMPs).

<p><b><u>Eligible Borrowers:</u></b></p> <ul style="list-style-type: none"><li>Small business as defined in §10.1-1197.1 of the Code of Virginia; e.g. the business employs 100 people or less; and is a small business concern as defined in the federal Small Business Act (15 U.S.C. § 631 et seq), as amended.</li></ul> <p><b><u>Eligible Project:</u></b></p> <ul style="list-style-type: none"><li>Project must be certified as eligible by the Department of Environmental Quality (DEQ) for air quality or pollution prevention projects, or by the Department of Conservation and Recreation (DCR) for Agricultural Best Management Practices (BMPs).</li></ul>	<p><b><u>Amounts:</u></b> Up to \$100,000</p> <p><b><u>Maximum Term:</u></b> Loans will be amortized to match the borrower's ability to repay the loan and/or to coincide with the useful life of the machinery and equipment being purchased or the life of the agricultural BMP being installed, but shall not exceed 10 years.</p> <p><b><u>Fees:</u></b> Application fee of \$30.00</p> <p><b><u>Interest Rate:</u></b> 3% Fixed</p>
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Some examples of eligible loan uses under the *Small Business Environmental Compliance Assistance Fund*, include:

- High-volume, low-pressure spray guns.
- Dry cleaning machines.
- Alternative curing technologies.
- Ultrasonic cleaning equipment to replace solvent systems.
- Agricultural BMPs that include equipment or structures such as animal waste control facilities and animal waste structure pumping equipment.

Loans **may not** be used to:

- Comply with an enforcement action by DEQ, the State Air Pollution Control Board, the State Water Control Board, the Virginia Waste Management Board, or the Department of Agriculture and Consumer Services.
- Purchase equipment for underground or above ground storage tank replacement/compliance.
- Finance a start-up business.
- Refinance equipment already on site.
- Use as working capital.

### Contact Information:

For credit-related questions, please call Department of Business Assistance – **Mark Heede – 804 - 371-7028**.

For questions/issues relating to the project and its environmental impact, please call **Richard Rasmussen –**  
Department of Environmental Quality – **804 - 698 - 4394**.